

SERVICE STATION ASSISTANT SUPERVISOR

PURPOSE AND NATURE OF WORK

This is work assisting in planning and supervising the servicing of automobiles, trucks and related automotive equipment. The servicing provided is non-mechanical and includes fueling, changing oil, greasing, lubricating, fixing flats, and checking batteries and tires. Incumbent assists in training and supervising a group of service station attendants. Work is performed with some degree of independence in accordance with established policies and procedures. Incumbent assumes supervisor's responsibility in his absence.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Makes continuous inspections of services performed, facilities and related equipment used; assists in developing a program for scheduled servicing of vehicles; trains and instructs personnel in automotive service and practices and procedures. Assists supervisor in preparing reports and inventory. Assists subordinates in washing, greasing, changing oil and filters, repairing tires and fueling vehicles.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the service requirements of the vehicles and equipment for which servicing is provided.

Ability to plan and carry out a servicing program in accordance with set policies and procedures.

Ability to supervise subordinates.

Ability to maintain records and submit reports on servicing operations in the absence of the supervisor.

Ability to establish and maintain effective relationships with superiors and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school and considerable experience in servicing automotive equipment; including supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana Driver's License.